



VIA E-MAIL

June 26, 2019

Beryl Lipton
MuckRock News
DEPT MR 34867
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Somerville, MA 02144-2516

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Re: Freedom of Information Act Request – 17-FOI-00105

In the process of auditing our FOIA files, we discovered that your March 14, 2017 initial request as well as your May 24, 2017 follow-up request for information made under the Freedom of Information Act (FOIA) is still opened.

You request sought records regarding:

1. Any available log of appeals submitted to this agency or the agency tasked with processing Freedom of Information Act appeals for this division. Please provide such logs for the period from January 1, 2015 through December 31, 2016. Please, if possible, include with the log the following items:
 - the request number associated with the FOIA in question
 - the appeal number assigned to the appeal
 - the description of the subject matter addressed by the request
 - the division or office of initial receipt
 - the date on which the appeal was received
 - the date on which the appeal was closed\
 - the determination or final disposition status of the appeal.
2. All appeal letters and opinion letters associated with appeals for which the determination was to reverse, in whole or in part, the decision of the initial request agency. Please provide such letters for appeals closed during the period from January 1, 2015 through December 31, 2016.
3. All appeal letters and opinion letters associated with appeals for which the determination was to remand the request to the appropriate agency. Please provide such letters for appeals closed during the period from January 1, 2015 through December 31, 2016.
4. All appeal letters and opinion letters associated with appeals for which the determination was to affirm the decision of the initial agency. Please provide such letters for appeals closed during the period from January 1, 2015 through December 31, 2016.
5. Any instructive or guiding materials provided to and/or utilized by employees of this department's Freedom of Information Act office. Please include any manuals, procedural materials, reference

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guides, checklists, training materials, flow charts, directives, memorandums, legal decisions, presentations, or similar material used in the process of an appeal by this office or the office tasked to process FOIA appeals for this office. Any guiding materials used for the preparation of an appeal package should be considered responsive to, though not the entirety of, this element of this request.

6. The name and contact information for the appropriate appeal authority to whom appeals for this agency should be directed. If such information exists as part of a template letter sent to requesters, provision of this document will be considered satisfactory

Other than our FOIA acknowledgement letter to you, dated March 24, 2017, and your May 24, 2017 follow-up email, your file does not contain any correspondence from you to Amtrak's FOIA Office or vice versa.

Please let us know whether or not you are still interested in this information. If you are still interested in an answer to your request, please respond by **July 15, 2019**. If we do not hear from you by then, we will assume you are no longer interested, and we will close the file.

If you have any questions regarding the processing of your request, please feel free to contact me at foiarequests@amtrak.com. For ease of reference, your request has been assigned tracking number **17-FOI-000105**.

Sincerely,

Rebecca Conner
Manager, Records and Information Management